



**Nursing Care Quality Assurance Commission
DRAFT Minutes
Workshop and Business meeting
November 3, 4, 2005
Comfort Inn – Tumwater
1620 74th Avenue SW
Tumwater, WA 98501**

“Public Health – Always Working for a Safer and Healthier Washington”

Workshop – November 3, 2005 – 8:30AM – 4:30PM

Commission Members present: Dr. Judith D. Personett, EdD, RN, Chair
Jacqueline Rowe, RN, Co-Chair
Richard Cooley, LPN
Lorrie Hodges, LPN
Rev. Ezra Kinlow, Public Member
Robert Salas, RN
Diane Sanders, RN
Rhonda Taylor, RN, MSN
Marlene Wells, LPN
Mariann Williams, RN, MPH, MSN, ARNP
Susan Wong, MBA, MPA, RN
Susan Woods, PhD, RN, FAHA, FAAZ

Assistant Attorney General: Gail Yu, Assistant Attorney General

Pro Tem Members present: Joanna Boatman, RN
Jan Claypool, RN, MN
Catherine Dodson, MN, RN, CGRN
Carol J. Nelson, RN, MSN
Cheryl Payseno, RN, MPA
Jeanne Vincent, RN, MS, CPHQ
Penelope Woodruff, MS, RN

Staff present: Paula R. Meyer, RN, MSN, Executive Director
Kris McLaughlin, Secretary
Usrah Claar-Rice, RN, Nursing Education Manager
Chuck Cumiskey, RN, Nurse Practice Manager
Mary Dale, Nurse Discipline Manager
Terry West, Health Service Consultant

I. Patient Safety and Protection of the Public, The Drivers of the Strategic Plan

The primary purpose of the workshop was to review the legislative mandate for the Nursing Care Quality Assurance Commission (NCQAC) as defined in law, RCW 18.79.010, and relate the

purpose to safety of those served by nurses. The NCQAC members and pro tems were asked to review the purpose statement, 18.79.010, and the duties of the NCQAC, 18.79.110, prior to the workshop. During their review, they were asked to think about their participation on a small group. The new members were asked to participate on the same group as their mentors. The morning began with introductions of new members and then an introduction to the process to be used for the day.

The purpose statement of the NCQAC includes four functions: licensing, consistent standards of practice, continued competency mechanisms, and discipline. The NCQAC is to establish, monitor and enforce these four functions. There were three small groups: licensing and discipline, consistent standards of practice, and continued competency mechanisms. The small groups explored how the NCQAC meets the mandate, or identified deficits in meeting the mandate. Licensing and discipline were combined since it appeared that there are well established standards, monitoring and enforcement mechanisms. A facilitator and scribe were assigned to each small group.

During the afternoon, the small group work was shared and the NCQAC and pro tem members had an opportunity to respond to the strengths and potential deficits identified. The strengths and deficits were identified and prioritized. The last portion of the day was to decide: is the nursing commission sub-committee structure designed to meet the legislative mandate?

The work will continue through the March workshop, when the strategic plans will be presented for adoption to the full commission. The facilitators used an open slate approach to assist the small groups in thinking broadly about the purpose, and there was not a preset goal or agenda. This was meant to be a visioning process for the nursing commission to develop a plan on meeting both the legislative mandate and fulfilling the mission to protect and improve the health of the people of Washington.

7:00 PM, Cheryl Payseno, pro tem member of the Nursing Care Quality Assurance Commission (NCQAC) gave a presentation on the NCQAC disciplinary process for all new members. This session was videotaped for use with upcoming orientation sessions for new members. A copy of Cheryl's presentation can be obtained by contacting the commission office at (360) 236-4713.

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Chuck Cumiskey, RN, Nurse Practice Manager
Mary Dale, Nurse Discipline Manager
Marc Defreyn, Staff attorney
Kendra Pitzler, Health Services Consultant

1. Opening— Dr. Judith D. Personett, EdD, RN, Chair

- **Call to Order – Dr. Personett, Chair, called the meeting to order at 8:35AM Friday November 4, 2005.**
- **Introductions – Commission members, Pro tem members and staff introduced themselves.**
- **Order of Agenda – The order of the agenda was approved as is.**
- **Correspondence**
- **Announcements**

2. Consent Agenda

Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Commission without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- Approval of minutes
 - Nursing Care Quality Assurance Commission business meeting minutes
 - July 15, 2005
 - September 22, 2005
 - Nursing Care Quality Assurance Commission disciplinary hearing minutes
- Nursing Program Approval Panel (NPAP) minutes
- Subcommittee minutes
 - Education Subcommittee minutes
 - Disciplinary Subcommittee minutes
 - Practice Subcommittee minutes
- National Council of State Boards of Nursing correspondence
 - Highlights of the 2005 Delegate Assembly can be accessed by this link:
<http://www.ncsbn.org/regulation/index.asp>
 - NCLEX Item Development
- Charting Nursing's Future

ACTION: A motion was made and passed to approve the consent agenda items.

3. **Chair Report — Dr. Judith D. Personett**

- Dr. Personett will report on the National Nursing Stakeholders' Meeting on Advanced Practice

DISCUSSION: Dr. Personett reported on the second meeting she attended on the National Nursing Stakeholders on Advanced Practice. The meeting was held on September 26, 2005, in Washington DC. The purpose of the stakeholders group is to establish a process to develop a consensus statement on the credentialing of Advanced Practice Registered Nurses. A draft report was given to the commission members is for information purposes only and is not for public distribution. The workgroup will end in the Spring of 2006.

4. **Executive Director Report**

- **Legislative implementation**

DISCUSSION: Ms. Meyer reported on the legislation that became effective on July 24, 2005, that approved the collection of the \$5.00 surcharge for the Center for nursing. The fee will be added to all renewals and applications beginning November 21, 2005. Applications and renewal notices have been revised to reflect the \$5.00 surcharge. A special account has been created for the surcharge fee. The center will receive quarterly disbursement of funds with the first being in December. The contract describing the deliverables from a center for nursing has been drafted. Consultation from the NCQAC and the Workforce Training Board must occur according to the legislation. Dr. Personett will provide the consultation from the NCQAC and Madeline Thompson will provide consultation from the Workforce Training and Education Coordinating Board.

- **December 20, 2005 Boards/Commissions new member conference**

DISCUSSION: The Governor will conduct a Board, Commission Conference in December, 2005, in Olympia. There are over 1500 individual board, commission and committee members who serve in the state of Washington. There will be three conferences to assure all members can participate and the Nursing Care Quality Assurance Commission will attend on December 20. A two hour reception will be held at the mansion following each of the conferences. . An agenda will be sent to all participants next week.

- **OSPI budget proviso: Ms. Meyer will be asking for a NCQAC representative to review the Staffing Model for the Delivery of School Health Services**

DISCUSSION: Representative Don Morrell sponsored a workgroup to evaluate the health care needs in K-12 (class 1) schools and corresponding nursing care. The report of the findings are due to the Legislature in 2006. The Staffing Model for the Delivery of School Health Services has been used as a framework for the workgroup. Ms. Meyer asked for a volunteer to assist in the review and potential updating of the Staffing Model

DECISION: Lorrie Hodges volunteered to work with Ms. Meyer to review the Staffing Model for the Delivery of School Health Services

5. **Discussion items - DISCUSSION/ACTION**

There were no discussion items today.

The ARNP Prescriptive Authority Rules Hearing began at 10:19AM November 4, 2005 by Chair Dr. Judith Personett. Kendra Pitzler presented the background on the rules.

ACTION: A motion was made and passed to adopt the rules. These rules will go into effect 31 days after filing the CR103. The hearing was adjourned at 10:28AM.

6. **Nursing Care Quality Assurance Commission Newsletter Report**

The NCQAC will be producing a newsletter. Ms. West will present an update on the process of the newsletter.

DISCUSSION: Ms. Meyer presented an update on newsletter. A draft contract to Publishing Concepts, Inc has been completed and staff is working with the DOH contracts office. Employers of nurses would have an opportunity to advertise in the newsletter. Ms. Meyer would approve all advertisements prior to publishing. There was concern about disclosing nurse's addresses when mailing the newsletters. Ms. Meyer explained that nurses' addresses and telephone numbers are confidential and we do not release them. The publishing company may be able to send the final draft of the newsletter to our State printer for distribution; therefore the addresses will not be given to the publishing company.

7. Continuing Competency Report

According to the purpose statement of the NCQAC, the NCQAC will determine continuing competency of Licensed Practical Nurses (LPNs), Registered Nurses (RNs), and Advanced Registered Nurse Practitioners (ARNPs). Chuck Cumiskey will provide a report from the task force which will include a business plan, plans of implementation and financial scenarios will be provided.

DISCUSSION: The NCQAC has a statutory obligation to establish, monitor and enforce continuing competency mechanisms. At this time there is not a requirement for nurses licensure renewals to demonstrate competency(ies). After consideration of various alternatives, the NCQAC determined that developing and maintaining a Professional Portfolio will assist nurses to demonstrate current competency and to prepare for future practice. The Continuing Competency task force is requesting that the commission consider the draft professional portfolio plan. This would mean looking at a pilot project, cost models, structure and who the participants would be. The next step would be for Cheryl Payseno and Paula Meyer to develop a plan which would then be sent to the commission, participants and the public for input.

DECISION: Todd Herzog, CRNA, volunteered to work on this project.

ACTION: A motion was made and passed that the commission accept the continuing competency portfolio pilot project as written with the addition of stipulations to form a task force to develop the outcomes that measure continuing competency.

8. Center for Nursing report

DISCUSSION: This report was included in the Executive Director report.

9. NCQAC subcommittee, charging panel assignments and mentors for 2005-2006

Dr. Personett will provide the subcommittees, charging panel assignments and mentors for the new commission members.

DISCUSSION: The outcome of the workshop yesterday was that the three workgroups, licensing and discipline, continuing competency and consistent standards would be the driver for the strategic plan. The RCW states these as the purpose of the NCQAC. There was discussion that in not having the three subcommittees, history could potentially be lost.

DECISION: The Charging panels were approved with corrections. A revised copy of the charging panels will be sent to commission members and pro tems.

ACTION: A motion was made and passed that the commission adopt the three new sub-committees: licensing and discipline, continuing competency and consistent standards of practice.

10. NurSYS ®

Ms. West will provide an update on the National Council of State Boards of Nursing NurSYS® data base. This is the RN/LPN National verification data base in which 31 states are participants.

DISCUSSION: Ms. Meyer reported that all legal concerns have been resolved. There have been weekly meetings with information services to go through all the required fields. The first test data transmission will be sent within two weeks. Monthly data transmission should be ready by January 2006.

DECISION: The NCQAC requested a presentation of NurSYS® be given at a future commission meeting.

11. Washington Health Profession Services (WHPS) and the NCQAC actions and responsibilities

Jean Sullivan will explain the role of the commission members when nurses are not in compliance.

DISCUSSION: Ms. Amanda Capehart, Health Services Consultant for Washington Health Professional Services and Marc Defreyn, Health Professions Staff Attorney presented the Disciplinary Action vs. Substance Abuse Monitoring. A copy of the power point presentation is available upon request from the NCQAC office.

11:00 AM to 11:30 AM Executive Session if needed

An Executive Session was not needed today

LUNCH

1:00PM–OPEN MIKE

No one requested time to speak at open mike.

12. Practice Subcommittee

There was no business from the Practice Subcommittee

13. Education Subcommittee

Review letter regarding Non traditional nursing programs

Action: A motion was made and passed to accept the letter, approved by the Education Subcommittee, to be sent out to individuals who inquire about non traditional nursing programs.

14. Discipline Subcommittee

There was no business from the Discipline Subcommittee.

15. Closing – Dr. Judith Personett adjourned the meeting at 2:43PM on November 4, 2005. Notes were taken by Kris McLaughlin.